

Example 35

PROCEDURE FOR RECORDS	Form 35 Completed by: <u>Jeff Miller</u> Date: <u>3/10/00</u>				
<p>Prepare your company's procedure(s) to identify, maintain, and store the EMS and environmental records.</p>					
<p><i>The EMS Representative</i> <i>EMS Procedure #18: Records</i> <i>Issue Date: March 10, 2000</i></p> <p><u><i>I. Purpose</i></u> <i>To provide a standard procedure to establish and maintain a standard practice to be used for the identification, maintenance and disposition of EMS records in compliance with ISO 14001 Section 4.5.3 and all applicable federal, state, and local regulatory requirements.</i></p> <p><u><i>II. Definitions</i></u> <i>(none).</i></p> <p><u><i>III. Supporting Documents</i></u></p> <table border="0"><thead><tr><th data-bbox="168 963 456 995"><u><i>Document Identification</i></u></th><th data-bbox="857 963 914 995"><u><i>Title</i></u></th></tr></thead><tbody><tr><td data-bbox="168 995 456 1026"><i>Form 8</i></td><td data-bbox="725 995 1091 1026"><i>Legal And Other Requirements</i></td></tr></tbody></table> <p><u><i>IV. Procedure</i></u></p> <ol style="list-style-type: none"><i>1. The EMS Coordinator will identify the environmental records required by federal, state, and local regulatory requirements and other requirements that are applicable to the gas station's activities, products, and services. The retention period required, as stated in each applicable federal, state, and local regulation, for each environmental record will be identified and stored accordingly.</i><i>2. The EMS Coordinator will complete some type of tracking form for each required environmental record.</i><i>3. The EMS Coordinator will identify and maintain the records required by the EMS or ISO 14001 standard.</i>		<u><i>Document Identification</i></u>	<u><i>Title</i></u>	<i>Form 8</i>	<i>Legal And Other Requirements</i>
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